DEPARTMENT OF WATER RESOURCES

OUTLINE FOR QA PROJECT PLANS

Fill in appropriate details in each of the following QAPP sections. An electronic version of this form is available in Microsoft Word 6.0 and WordPerfect 6.1 for Windows

Section A: Project Management

Date:_____

1. Project Title:

   Unit:

   Project Manager:_____

   QA Coordinator:_____

2. Project/Task Organization and Responsibilities (organizational chart):

3. Project Definition and Background:

4. Project/Task Description:

PARAMETER TABLE

Parameter	Number of Samples	Matrix	Sample Preservation	Holding Time

PROJECT TIMELINE

Task No.	Task	Responsibility	Start Date	Completion Date

5. Data Quality Requirements

MEASUREMENT QUALITY OBJECTIVES

Parameter	Detection Limit	Estimated Accuracy	Accuracy Protocol*	Estimated Precision	Precision Protocol**

*Accuracy Protocol Formula - %Recovery

**Precision Protocol Formula - Relative Percent Difference

Data Representativeness

Data Comparability

DATA COMPLETENESS

Parameter	Number of Valid Sample Results	Number of Valid Samples Collected and Analyzed	Percent Complete

6. Special Training Requirements/Certification

Position Title	Requirements	Date of Training/Certification

7. Documentation and Records

Section B: Measurement/Data Acquisition

8. Sampling Process Design and Rationale

Site Location	Sample Matrix	Sampling Stations per Site	No. of Samples per Station	Sampling Method	Sample Type	Sample Parameters	Frequency of Sampling	QC Samples

9. Sample Handling and Custody Procedures

10. Analytical Method Requirements

Sample Parameter	Matrix	Analytical Method Reference*	Maximum Sample Holding Time	Sample Preservation Requirements

*Nonstandard methods need to be described and validation documentation cited

11. Quality Control Requirements

Field QC checks

Laboratory QC checks

12. Instrument and Equipment Testing, Inspection, and Maintenance Requirements

13. Instrument Calibration and Frequency

14. Inspection/Acceptance Requirements for Supplies and Consummables

15. Data Acquisition Requirements (Nondirect Measurements)

16. Data Management

Section C: Assessment and Oversight

17. Assessments and Response Actions

18. Reports to Management

Section D: Data Review, Validation, and Validation Requirements

19. Data Review, Validation, and Validation Requirements

20. Validation and Verification Methods

21. Reconciliation with User Requirements